

INSTRUCTIONS FOR MUNICIPALITIES APPLYING FOR FINANCIAL REVIEW
BEEDE WASTE OIL SUPERFUND SITE

To process a claim of financial hardship by a municipality, EPA requires that the municipality substantiate its claim by submitting extensive and detailed financial documentation. As a potentially responsible party ("PRP") at the Beede Waste Oil Site, a municipality may request that EPA review its ability to finance the Site cleanup by following the instructions outlined below.

Please note: EPA cannot guarantee that it will be able to analyze any financial claim within a specific timeframe. However, no claim can be considered unless all requested information has been submitted to EPA in a timely fashion. For EPA to evaluate the basis for a municipal PRP's financial hardship claim at the Beede Site, the municipality must provide, at a minimum, the following:

- 1) Complete copies of the Municipality's financial statements for the most recent 3 fiscal years.
- 2) A complete copy of the Municipality's budget for the coming year.
- 3) A complete copy of the most recent bond prospectus issued by the Municipality.
- 4) If the Municipality does not have any bond prospectuses from the last 3 years or if any of the following information is not provided by the bond prospectus issued in the last 3 years, provide any or all of the following information for the Municipality that is not so provided:
 - a) Population;
 - b) Number of persons age 18 and older;
 - c) Number of persons age 65 and older;
 - d) Number of individuals below 125 percent of the poverty line;
 - e) Median household income;
 - f) Median home value;
 - g) Annual property tax revenue received by the Municipality;
 - h) Property tax rate;
 - i) Annual debt payments;
 - j) Total annual revenues;
 - k) Annual general fund revenues;
 - l) Market value of all taxable property in the Municipality;
 - m) Unemployment rate;
 - n) General fund unreserved balance;
 - o) Anticipated general fund expenditures plus net transfers (budgeted or projected);
 - p) Direct net debt (i.e., gross debt minus short term and revenue debt);
 - q) Overall net debt (i.e., direct net debt plus overlapping/underlying debt apportioned by property value);
 - r) If the Municipality has an enterprise fund(s), identify its:
 - i) current assets;
 - ii) current liabilities;
 - iii) total liabilities;
 - iv) total equity;
 - v) annual debt payments;
 - vi) operating revenues;
 - vii) operating expenses;
 - viii) anticipated expenses plus net transfers (budgeted or projected)
 - ix) average annual residential charge; and
 - x) number of households served.
- 5) Identify and describe any relevant caps affecting the Municipality's ability to assess property taxes and the Municipality's current position on each cap.

Please include your party identification number on any documents submitted to the EPA. Requests for review should be sent to: U.S. Environmental Protection Agency, Office of Site Remediation and Restoration, P.O. Box 8908, Boston, MA 02114, Attention: Beede Case Team/Financial Review Office.